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## CENTRAL INTELLIGENCE AGENCY

[ 32 CFR Part 1901 ]

## PRIVACY ACT OF 1974

## Proposed Implementation

Notice is hereby given that the Central Intelligence Agency proposes to amend Title 32, Chapter XIX, Code of Federal Regulations by adding a new Part 1901 which implements the provisions of sections 2 and 3 of the Privacy Act of 1974 (Pub. L. 93-579) (hereinafter referred to as the "Act").

The proposed regulations establish policies and procedures to insure the protection of individual privacy and the accuracy of personally identifiable records in accordance with the requirements of the Act. In addition the proposed regulations establish procedures by which individuals may gain access to records identified with that individual and may seek amendment or correction of such records.

The proposed regulations further establish policies and procedures to insure the proper disclosure of information in such records in accordance with the provisions of the Act.

The public may participate in this proposed rulemaking by submitting written data, views or arguments on the proposed regulations to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505 on or before September 15, 1975. All written comments received from the public on or before that date will be considered by the Agency in formulating its final regulations.

Notice is hereby given that it is proposed to make the final regulations effective September 27, 1975, the effective date of section 3, Pub. L. 93-579.

These regulations are the exclusive means by which individuals may request personally identifiable records and information from the Central Intelligence Agency.

Title 32, Chapter XIX, Code of Federal Regulations is proposed to be amended by establishing a new Part 1901, as follows:

## PART 1901. PROTECTION OF RECORDS MAINTAINED ON INDIVIDUALS

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- 1901.61 General exemptions.
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AUTHORITY: 5 U.S.C. 552a; 5 U.S.C. 553.

## § 1901.1 Purpose and scope.

(a) This proposed regulation is published pursuant to the Privacy Act of 1974 (5 U.S.C. 552a). This proposed regulation establishes procedures by which an individual may request notification of whether the Central Intelligence Agency maintains a record pertaining to him in any non-exempt portion of a system of records or any non-exempt system of records, request a copy of such record, request that the record be amended, appeal any initial adverse determination of any request to deny access to or amend a record and submit additional data to augment or correct such record. The proposed regulation further specifies those systems of records or portions of systems of records the Director has determined to exempt from the procedures established by this regulation and from certain provisions of the Act.

(b) The purpose of the proposed general exemption, in the instance of polygraph records, is to prevent access and review of records which intimately reveal a CIA security method. The purpose of the proposed general exemption from the provisions of subsections (c) (3) and (e) (3) (A-D) is to avoid disclosures that may adversely affect ongoing operational relationships with other intelligence and related organizations and thus reveal or jeopardize intelligence sources and methods or risk exposure of intelligence sources and methods in the processing of covert employment applications.

(c) The purpose of the proposed general exemption from subsections (d), (e) (4) (G), (f) (1) and (g) of the Act is to protect only those portions of systems of records which if revealed would risk exposure of intelligence sources and methods or hamper the ability of the CIA to effectively use information received from other agencies or foreign services.

(d) It should be noted that by subjecting information which would consist of, reveal or pertain to intelligence sources and methods to separate determinations by the Director of Central Intelligence under § 1901.61 (c) and (d) regarding access and notice, an intent is established to apply the exemption from access and notice only in those cases where notice in itself would constitute a revelation of intelligence sources and methods. In all cases where only access to information would reveal such source or method, notice will be given upon request.

(e) The purpose of the proposed specific exemptions provided for under section (k) of the Act is to exempt only those portions of systems of records which would consist of, pertain to or reveal that information which is enumerated in the above noted section (k).

(f) In each case, the Director of Central Intelligence has determined that the enumerated classes of information should be exempt in order to comply with directives in Executive Order 11652 deal-

ing with the proper classification of national defense or foreign policy information; protect the privacy of other persons who supplied information under an implied or express grant of confidentiality in the case of law enforcement or employment and security suitability investigations or promotion material in the case of the armed services; protect information used in connection with assisting in protective services under 18 U.S.C. 3056; protecting the efficacy of testing materials; and protect information which would constitute information required by statute to be maintained and used solely as statistical records.

## § 1901.3 Definitions.

For the purposes of this Part:

(a) "Agency" means each authority of the United States Government as defined in 5 U.S.C. 552 (e).

(b) "Individual" means a citizen of the United States or an alien lawfully admitted for permanent residence who is a living being and to whom a record might pertain.

(c) "Maintain" means maintain, collect, use, or disseminate.

(d) "Record" means an item, collection, or grouping of information about an individual that is maintained by the Central Intelligence Agency.

(e) "System of Records" means a group of any records under the control of the Central Intelligence Agency from which records are retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual.

(f) "Routine use" means (with respect to the disclosure of a record) the use of such record for a purpose which is compatible with the purpose for which the record is maintained.

## § 1901.11 Procedures for requests pertaining to individual records in a record system.

(a) An individual seeking notification of whether a system of records contains a record pertaining to him or an individual seeking access to information or records pertaining to him which is available under the Act shall address his request in writing to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505.

(b) In addition to meeting the identification requirements set forth in § 1901.13 individuals seeking notification or access shall, to the best of their ability, describe the nature of the record sought and the system in which it is thought to be included, as described in the Notices of Records Systems which is published in the August 28, 1975 issue of the FEDERAL REGISTER.

## § 1901.13 Requirements for identification of individuals making requests.

(a) An individual seeking access to or notification of the existence of records about himself shall provide in the letter of request his full name, address, date and place of birth together with a notarized statement swearing to or affirming his identity. If it is determined by the Privacy Act Coordinator that this informa-

tion does not sufficiently identify the individual, the Privacy Act Coordinator may request additional identification from the individual or clarification of information submitted by the individual.

(b) In the case of an individual who is an alien lawfully admitted for permanent residence, said individual shall provide, in addition to the information required under paragraph (a) of this section, his or her Alien Registration number.

(c) The parent or guardian of a minor or a person judicially determined to be incompetent shall, in addition to establishing the identity of the minor or person represented as required in paragraph (a) or (b) of this section, establish evidence of such parentage or guardianship by providing a copy of the minor's birth certificate or the court order establishing such guardianship.

#### § 1901.15 Disclosure of requested information to individuals.

(a) Responses to requests made pursuant to § 1901.11 will be made promptly by the Privacy Act Coordinator.

(b) The Privacy Act Coordinator upon receipt of a request made pursuant to § 1901.11 shall refer the request to the responsible components.

(c) The responsible components shall:

(1) Determine whether a record exists; and

(2) Determine whether access may be available under the Act.

(d) The responsible components shall inform the Privacy Act Coordinator of any determination made pursuant to paragraph (c) (1) or (2) of this section. The Privacy Act Coordinator shall, in turn, notify the individual of the determination and shall provide copies of records determined to be accessible if copies have been requested. In the event that information pertaining to the individual in a CIA record system was received from another Federal agency, the individual will be so notified and that information shall be referred to the originating agency.

(e) If a determination has been made not to give access to requested records the Privacy Act Coordinator shall inform the individual of the reason therefore and the right of appeal of this determination by the responsible components under § 1901.17.

(f) This section shall not be construed to allow access to information determined to be exempt under determinations made pursuant to 5 U.S.C. 552a (j) and (k).

#### § 1901.17 Appeal of determination to deny access to requested record.

(a) Any individual whose request made pursuant to § 1901.11 is refused may appeal such refusal within thirty days of receipt of notice of refusal.

(b) Appeals shall be sent in writing to the Privacy Act Coordinator and shall identify the particular record system, if possible, which is the subject of the appeal and shall state the basis for the appeal.

(c) The Privacy Act Coordinator, upon receipt of the appeal letter, shall promptly refer the appeal to the Deputy Directors of the responsible components and shall inform the Deputy Directors of the date of receipt of the appeal and shall request the Deputy Directors make a determination on the appeal within thirty days (excluding Saturdays, Sundays or legal holidays).

(d) The Deputy Directors of the responsible components, or senior officers designated by them, shall review the initial decision to deny access to the requested records and shall inform the Privacy Act Coordinator of the review determination. The Privacy Act Coordinator shall, in turn, notify the individual of the result of the determination. If the determination reverses the initial denial, the Privacy Act Coordinator shall provide copies of the records requested. If the determination upholds the initial denial the Privacy Act Coordinator shall inform the individual of his right to judicial review as provided for by this Part.

#### § 1901.19 Special procedures for disclosure of medical and psychological records.

(a) When a request for copies of medical records is made by an individual and when the Privacy Act Coordinator determines that such medical and psychological records are not exempt from disclosure, the Privacy Act Coordinator, after consultation with Director of Medical Services, may determine (1) which medical or psychological records may be sent directly to the requestor and (2) which medical or psychological records should not be sent directly to the requestor because of possible harm to the individual. In the case of paragraph (a) (2) of this section, the Privacy Act Coordinator shall so notify the requestor.

(b) When a determination has been made not to make medical or psychological records noted in paragraph (a) of this section available to the individual the Privacy Act Coordinator shall inform the individual that the medical or psychological record will be made available to a physician of the individual's choice if the individual specifically requests. Upon receipt of such request and after proper verification of the identity of the physician, the Privacy Act Coordinator shall send such records to the named physician.

#### § 1901.21 Request for correction or amendment of record.

(a) An individual may request amendment or correction of a record pertaining to him by addressing such request by mail to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505. The request shall identify the particular record the individual wishes to amend or correct, the nature of the correction or amendment sought, and a justification for such correction or amendment.

(b) Within ten days of receipt of the request by the Privacy Act Coordinator

(excluding Saturdays, Sundays and legal holidays) the Privacy Act Coordinator shall acknowledge receipt of the request.

(c) The Privacy Act Coordinator shall refer such requests to the components responsible for the record upon receipt of such request, shall advise the responsible components of the date of receipt and shall request that the responsible components make an initial determination on such request within thirty days of receipt (excluding Saturdays, Sundays and legal holidays).

(d) The responsible components shall:

(1) Make any correction or amendment to any portion of the record which the individual believes is not accurate, relevant, timely or complete and shall inform the Privacy Act Coordinator of this action, and the Privacy Act Coordinator shall, in turn, promptly inform the requestor; or

(2) Determine that the requested correction or amendment will not be made and shall so inform the Privacy Act Coordinator who, in turn, shall promptly inform the individual, setting out the reasons for the refusal and advising the individual of the right of appeal to Deputy Directors of the responsible components under § 1901.23.

#### § 1901.23 Appeal of initial adverse agency determination on correction or amendment.

(a) Any individual whose request made pursuant to § 1901.21 is refused may appeal such refusal within thirty days of receipt of notice of refusal.

(b) Appeals shall be sent in writing to the Privacy Act Coordinator and shall identify the particular record which is the subject of the appeal and shall state the basis for the appeal.

(c) The Privacy Act Coordinator, upon receipt of the appeal letter, shall promptly refer the appeal to the Deputy Directors of the responsible components and shall inform the Deputy Directors of the date of receipt of the appeal and shall direct that the Deputy Directors make a determination on the appeal within thirty days (excluding Saturdays, Sundays or legal holidays).

(d) The Deputy Directors of the responsible components, or senior officers designated by them, shall determine whether or not to amend the record and shall inform the Privacy Act Coordinator of the determination. The Privacy Act Coordinator shall, in turn, notify the individual of the result of the determination, and inform the individual of his right to submit a statement pursuant to paragraph (e) of this section or to judicial review as provided for in this Part.

(e) If on appeal the refusal to amend or correct the record is upheld, the individual may file a concise statement setting forth the reasons for his disagreement with the determination. This statement shall be sent to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505 within thirty days of notification of refusal to correct or amend the record.

(f) The Director of Central Intelligence may extend up to thirty days the

time period prescribed in paragraph (c) of this section within which to make a determination on an appeal from a refusal to amend or correct a record if it is found that a fair and equitable review cannot be completed within the prescribed time.

§ 1901.31 Disclosure of a record to a person other than the individual to whom it pertains.

(a) No record which is within a system of records shall be disclosed by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be:

(1) To those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;

(2) Required under 5 U.S.C. 552.

(3) For a routine use as defined in section 1901.3(f), as contained in the Notice of Systems published in the Federal Register of August 28, 1975 and as described in subsection (e) (4) (D) of the Act.

(4) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of title 13;

(5) To a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government; or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;

(8) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(9) To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(10) To the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office; or

(11) Pursuant to the order of a court of competent jurisdiction:

§ 1901.41 Fees.

(a) No fee shall be charged for the provision of copies of records requested under the Privacy Act (5 U.S.C. 552a).

§ 1901.51 Penalties.

(a) Criminal penalties may be imposed against any officer or employee of the CIA who, by virtue of his employment, has possession of, or access to, Agency records which contain information identifiable with an individual, the disclosure of which is prohibited by the Act or by these rules, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it.

(b) Criminal penalties may be imposed against any officer or employee of the CIA who willfully maintains a system of records without meeting the requirements of subsection (e) (4) of the Act (5 U.S.C. 552a(e) (4)).

(c) Criminal penalties may be imposed upon any person who knowingly and willfully requests or obtains any record concerning an individual from the CIA under false pretenses.

§ 1901.61 General exemptions.

(a) Pursuant to authority granted in section (j) of the Act (5 U.S.C. 552a(j)) the Director of Central Intelligence has determined to exempt from all sections of the Act except 552a(b), (c) (1) and (2), (e) (1) (4) (A) through (F), (e) (5), (6), (7), (9), (10), and (11), and (i) the following systems of records or portions of records in a system of record:

(1) Polygraph records.

(b) Pursuant to authority granted in section (j) of the Act the Director of Central Intelligence has determined to exempt from subsections (c) (3) and (e) (3) (A through D) of the Act all systems of records maintained by the CIA.

(c) Pursuant to authority granted in subsection (j) of the Act the Director of Central Intelligence has determined to exempt from notification under subsections (e) (4) (G) and (f) (1) those portions of each and all systems of records which have been exempted from individual access under subsection (j), in those cases where the Privacy Act Coordinator determines after advice by the responsible components, that confirmation of the existence of a record may jeopardize intelligence sources and methods. In such cases the CIA may choose to neither confirm nor deny the existence of the record and may advise the individual that there is no record which is available to him pursuant to the Privacy Act of 1974.

(d) Pursuant to authority granted in subsection (j) of the Act the Director of Central Intelligence has determined to exempt from access by individuals under subsection (d) of the Act those portions and only those portions of all systems of records maintained by the CIA that:

(1) Consist of, pertain to, or would otherwise reveal intelligence sources and methods

(2) Consist of documents or information provided by foreign, federal, state, or other public agencies or authorities.

(e) Pursuant to authority granted in subsection (j) of the Act the Director of Central Intelligence has determined to exempt from judicial review under subsection (g) of the Act all determinations to deny access under section (d) of the Act and all decisions to deny notice under subsections (e) (4) (G) and (f) (1) of the Act pursuant to determination made under paragraph (c) of this section when it has been determined by an appropriate official of the CIA that such access would disclose information which would:

(1) Consist of, pertain to or otherwise reveal intelligence sources and methods;

(2) Consist of documents or information provided by foreign, federal, state, or other public agencies or authorities.

§ 1901.71 Specific exemptions.

(a) Pursuant to authority granted in subsection (k) of the Act (5 U.S.C. 552a(k)) the Director of Central Intelligence has determined to exempt from subsection (d) those portions and only those portions of all systems of records maintained by the CIA that would consist of, pertain to or would otherwise reveal information that is:

(1) Subject to the provisions of section 552(b) (1) of Title 5 U.S.C.;

(2) Investigatory material compiled for law enforcement purposes, other than material within the scope of subsection (j) (2) of the Act; *provided, however*, That if any individual is denied any right, privilege, or benefit that he would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished the information to the Government under an express promise that the identity of the source would be held in confidence, or prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(3) Maintained in connection with providing protective services to the President of the United States or other individuals pursuant to section 3056 of title 18;

(4) Required by statute to be maintained and used solely as statistical records;

(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(6) Testing or examination material used solely to determine individual qual-

ifications for appointment or promotion in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or

(7) Evaluation material used to determine potential for promotion in the armed services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence.

JOHN F. BLAKE,  
*Deputy Director for  
Administration.*

**ADDITION TO STATEMENT OF GENERAL  
ROUTINE USES OF SYSTEMS OF  
RECORDS:**

The following paragraph should be added to the statement of General Routine uses which precedes the notice of systems of records maintained by CIA:

5. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private release legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

**CENTRAL INTELLIGENCE AGENCY**

**PRIVACY ACT OF 1974**

**Notice of Systems of Records**

**Correction**

In FR Doc. 75-22826, appearing at page 39778 in the issue of Thursday, August 28, 1975, in the first column on page 39778, the second line under "Record System" which reads "Agency Training Record- CIA-2", should read "Agency Training Record- CIA-8". In addition, in the first column on page 39801, the first two lines under "CIA-57." which read "Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Security Records.", should read "System name: Security Records."



## CENTRAL INTELLIGENCE AGENCY

## Privacy Act of 1974

## Notice of Systems of Records

Notice is hereby given that the Central Intelligence Agency in accordance with 5 U.S.C. 552a(e)(4) and (11), Section 3 of the Privacy Act of 1974 (Public Law 93-579), proposes to adopt the notice of systems of records set forth below. Any person interested in this notice may submit written data, views, or arguments to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before September 15, 1975. All written comments received from the public through such date will be considered by the Central Intelligence Agency before adopting a final notice.

Effective date. This notice shall be effective August 28, 1975.  
Dated: August 21, 1975.

JOHN F. BLAKE

Deputy Director for Administration

## STATEMENT OF GENERAL ROUTINE USES

The following routine uses apply to, and are incorporated by reference into, each system of records set forth below.

1. In the event that a system of records maintained by the Central Intelligence Agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed, as a routine use, to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information; such as current licenses, if necessary to obtain information relevant to a Central Intelligence Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the letting of a contract.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

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CIA-1.

System name: Applications Division Tracking System.

## System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Agency and contract employees, employees of contractor supporting Office of Joint Computer Support, currently or formerly assigned to computer software development or maintenance projects in Applications Division.

Categories of records in the system: Documentation of hours logged on each assigned programming or overhead project.

Authority for maintenance of the system: Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Applications Division staff for periodic reporting to Applications Division management man-hours expended to develop assigned programming projects and overhead hours. Used for tracking the usage and scheduling of all resources for developing software.

Used to substantiate hours spent by contractor personnel on billable contractual activity.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic disk.

Retrievability: Name and employee number.

Safeguards: Limited to specifically designated and cleared personnel.

Retention and disposal: Records are erased when hours of activity are no longer needed by management.

## System manager(s) and address:

Director, Office of Joint Computer Support  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency employees, contract employees, employees of contractor supporting the Office of Joint Computer Support.

#### CIA-2.

**System name:** Office of Joint Computer Support Training and Skills Inventory.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees, contract employees, and employees of contractors assigned to the Office of Joint Computer Support (OJCS).

**Categories of records in the system:** Documentation of CIA-funded training for each individual assigned to the Office of Joint Computer Support.

Documentation submitted by each individual assigned to OJCS, indicating his self-evaluation of his programming skills.

**Authority for maintenance of the system:** Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Assist D/OJCS in ascertaining what additional training personnel should receive.

Assist D/OJCS in the management of personnel assignments to new programming tasks.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Magnetic disk.

**Retrievability:** By Name.

**Safeguards:** Access to and use of these records is limited to those persons whose official duties require such access.

**Retention and disposal:** Records are purged as employees separate from OJCS via periodic updates.

**System manager(s) and address:**

Director, Office of Joint Computer Support  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency personnel and employees of contractors.

#### CIA-3.

**System name:** Computer Access File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency employees having special access to Office of Joint Computer Support computer systems.

Agency cleared contractors who have been granted access to Office of Joint Computer Support computer systems.

**Categories of records in the system:** Individual's name, office, user identification code, badge number and computer systems to which the individual has access.

**Authority for maintenance of the system:** Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Office of Joint Computer Support Security Officers, computer system and data base managers, and Automated Data Processing Control Officers use the system to:

Determine computer system(s), if any, to which an individual at CIA has access.

Control access to computer systems through automated computer system verifications of individual's authorization for access to computer which he/she is attempting to use.

Determine the name, office, room number and badge number associated with the user identification code of an individual suspected of a possible violation of computer systems security procedures.

Identify individuals listed in audit trail records as having accessed a particular computer system or computer-based system of records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Magnetic disk packs with "back-up" records on tapes and controlled hard copy computer listings used for reference. Applications and approval for access are maintained in paper files.

**Retrievability:** Name and user identification code.

**Safeguards:** Access to these records is limited to cleared persons whose official duties require such access. Personnel screening and computer system security protective mechanisms are employed to prevent unauthorized disclosure. Hard copy computer listings and paper files are maintained in combination lock safes or vaulted areas.

**Retention and disposal:** Records of individuals who no longer have access to Office of Joint Computer Support systems are deleted from computer-based system of records.

As changes are made and new master computer listings are generated, the paper listings are destroyed by burning and the records on magnetic media are degaussed. There is no retention of these records.

**System manager(s) and address:**

Director, Office of Joint Computer Support  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employees.

Contractor employees.

#### CIA-4.

**System name:** Private Attorney Panel.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Attorneys in private practice.

**Categories of records in the system:** Name, address, date and place of birth, education, law firm (if any), State(s) admitted to Bar, and date and type of clearance.



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## CENTRAL INTELLIGENCE AGENCY

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended-- Public Law 81-110.

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide a list of private attorneys for use on CIA classified projects.

**To provide a referral list for those employees whose employment with CIA must be protected.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Records are stored in a combination lock safe and access is only by personnel in the Office of General Counsel.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

General Counsel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.**

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Attorneys, CIA employees and former employees,

Martindale-Hubbell Law Directory.

## CIA-5.

**System name:** Legal Subject Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency employees, defectors, individual plaintiffs in litigation cases, individuals asserting claims against CIA, contractors and consultants, authors, journalists and other individuals who become involved in legal relationships or matters with CIA.

**Categories of records in the system:** Correspondence, affidavits, briefs and other legal documents, reports of investigation, Government forms, cables and internal CIA memoranda.

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended--Public Law 81-110.

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide factual information for legal opinions.

**To provide factual information for litigation reports prepared for the Department of Justice.**

**To provide factual information for dealing with Agency contractors and consultants.**

**A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Records are stored in combination lock safes and access is only by personnel in the Office of General Counsel.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

General Counsel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.**

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individuals identified in

**Categories of individuals covered by the system:** above; Federal agencies and other CIA records systems.

## CIA-6.

**System name:** Career Trainee Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Applicants and employees selected for Career Training Program.

**Categories of records in the system:** Name, biographic data, test results of applicant being considered for Career Training Program. Employee name, biographic data, test results, training evaluations, correspondence, trainee progress reports and supervisor reports on trainees during their interim assignments, and memoranda for the record.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended--Public Law 80-253.

**Central Intelligence Agency Act of 1949, as Amended--Public Law 81-110.**

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency officials to determine an individual's selection for the Career Training Program.

**Used by Agency officials for monitoring training activity after selection.**

**Used by Agency officials for job placement after completion of training program.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Stored in combination lock safe; access is limited to Career Trainee Program Officers, and Personnel Officers.

**Retention and disposal:** Files are retained for duration of the employee's participation in the Career Training Program. Official transcripts are transferred to the Official Personnel Folder. All other material is destroyed by burning upon employee's completion of the program. Rejected applicants' files are retained for two years and then destroyed by burning.

**System manager(s) and address:**

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The sources of information in these files are Program Officers, educational institutions, and the individual.

#### CIA-7.

**System name:** Off-Campus Instructor Applicant Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency employees who are applicants for part-time instructor positions in the Agency Off-Campus Program sponsored by University of Virginia.

**Categories of records in the system:** Applicant forms for teaching in the Off-Campus Program.

**Correspondence with University of Virginia** including application approvals and rejections and documents concerning contract administration.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency officials to administer Instructor Program for Off-Campus college courses provided to employees.

**Recommendations to University of Virginia** for employing instructors.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Stored in combination lock safes. Access by CIA officials on need-to-know basis.

**Retention and disposal:** Records are retained for three years after termination of employment of instructor. Unsuccessful applicant files are destroyed by burning after one year.

**System manager(s) and address:**

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee, educational institutions, student evaluation of the instructor and the University of Virginia.

#### CIA-8.

**System name:** Agency Training Record.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees sponsored for training programs.

**Categories of records in the system:** A machine run which lists the individual's transcript of Agency-sponsored training.

**Authority for maintenance of the system:** Title 5, USC, Chapter 41.

Central Intelligence Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Records are used by Agency officials for processing employee requests for Agency-sponsored training.

**Used by Agency officials** to evaluate training requirements in connection with a proposed assignment.

**Agency Career Management and Training Officers** use this record as a management tool in counseling employees concerning their career development.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Machine listing.

**Retrievability:** By name.

**Safeguards:** Stored in combination lock safes. Access is restricted to Training Officers, Personnel Officers, Supervisors and the TSS/OTR Staff.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Transcripts from educational institutions, certificates of successful completion from the training facility and training reports from the individual.

#### CIA-9.

**System name:** Language Learning Center Student Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees enrolled in the Language Learning Center.

**Categories of records in the system:** Biographic data, test scores, training reports from instructors, training requests from sponsoring office and attendance reports.

**Authority for maintenance of the system:** Title 5, U.S.C. Chapter 41.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Agency officials to monitor student performance. Transcript is entered in the Agency Training Record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name.

Safeguards: Records stored in secure areas. Access on a need-to-know basis.

Retention and disposal: Retained for duration of student enrollment. Records are destroyed by burning.

System manager(s) and address:

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Employees and instructors.

#### CIA-10.

System name: Language Qualifications Register.

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Employees who claim a foreign language proficiency.

Categories of records in the system: Employee claim of foreign language proficiency, and identifying biographic data.

Authority for maintenance of the system: Title 5, U.S.C., Chapter 41.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Agency personnel for processing requests for foreign language training and for language proficiency cash awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and magnetic tape.

Retrievability: Name and language.

Safeguards: Maintained in combination lock safes. Access on a need-to-know basis.

Retention and disposal: Record updated semiannually. Outdated paper record is destroyed by burning. Magnetic tapes are degaussed. 3

System manager(s) and address:

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Employees.

#### CIA-11.

System name: Modern Language Aptitude Test Scores (MLAT).

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Selected applicants and employees who have taken the Modern Language Aptitude Test.

Categories of records in the system: Name, biographic data and test scores.

Authority for maintenance of the system: Title 5, U.S.C. Chapter 41.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Language Learning Center personnel to evaluate student potential for learning a foreign language.

Used by Personnel Officers in deciding appointment and job placement.

Aptitude test scores are provided to Foreign Service Institute when employee is enrolled in their language program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name.

Safeguards: Stored in combination lock safes; access on a need-to-know basis.

Retention and disposal: Permanent retention.

System manager(s) and address:

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Individual.

#### CIA-12.

System name: External Training Files.

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Employees sponsored for external training programs.

Categories of records in the system: Employee biographic data, correspondence with public and private educational institutions.

transcript and grades, training requests and administrative documents related to enrollment, employees evaluation of training course and employee Training Obligation Agreement.

Authority for maintenance of the system: Title 5, USC, Chapter 41.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Agency officials to determine employee's eligibility for Agency sponsored training.

Used by Agency officials to enroll employees in private and public educational institutions.

Used by Agency officials to evaluate courses for future enrollment of employees.

Data for Agency Training Record.

Notification of funds advanced and accountings are proved to the Office of Finance.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and punch cards.

Retrievability: Name and employee number.

Safeguards: Stored in combination lock safe; access on need-to-know basis.

Retention and disposal: Retained for one year after employee completes course of instruction; records are destroyed by burning.

System manager(s) and address:

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: The sources of information are from the individual, his sponsoring office, and the external training facility.

#### CIA-13.

System name: Guest Speakers.

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Individuals under consideration for guest speaker engagements in CIA training courses. Individuals include members of the academic journalistic and business world as well as present and former senior Agency officials.

Categories of records in the system: Name, biographic data including academic credentials and professional background, correspondence and administrative papers and memoranda for the record.

Authority for maintenance of the system: Section 506(a), Federal Records Act of 1950, (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Assist Training Officers

in curriculum development and selection of speakers for scheduled training courses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name.

Safeguards: Files are stored in a combination lock safe. Use of material is restricted to Training Officers involved in course development.

Retention and disposal: Files are maintained as long as the Agency has interest in a speaker. Records are destroyed by burning.

System manager(s) and address:

Director, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Individual, Agency officials, academic and private institutions, Federal agencies.

#### CIA-14.

System name: Equal Employment Opportunity Complainant Records.

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Current or former contract, staff or detailed military personnel of the Agency as well as applicants for employment.

Categories of records in the system: Data collected by an EEO Investigator which bears on the charges of discrimination brought by the complainant. File contains sworn affidavits from the complainant, the alleged discriminating officer(s), and other individuals directly involved, as well as other documents, records, or other statistical evidence considered pertinent to the case or which assists the Agency in making its decision.

Authority for maintenance of the system: Equal Employment Opportunity Act of 1972, Public Law 92-261.

Executive Orders 11478 and 5 C.F.R., Part 713.222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide information in the adjudication of complaints.

To provide information for review by the Civil Service Commission.

To provide information for Federal court review.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By complainant name.

Safeguards: Filed in combination lock safes; limited access by staff only.

Retention and disposal: Completed cases transferred to Records Center at end of each year. Held in Records Center for 10 years from date of retirement then returned to the OEO for review and disposal.

System manager(s) and address:

Director, Equal Employment Opportunity  
Central Intelligence Agency  
Washington, D.C. 20505.

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**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Information obtained from the complainant, the alleged discriminating official, and other individuals as well as documents, records, and statistics gathered in the investigation.

#### CIA-15.

**System name:** Employee Grievance Folders.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employee. Grievance generally filed by IG Case Number assigned by Office of Inspector General.

**Categories of records in the system:** Data from employees coming to Inspector General with grievances re nature of grievance, circumstance that caused grievance and how settled.

**Authority for maintenance of the system:** Executive Order 10987, By Regulation.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by members of the Office of the Inspector General to investigate grievance to its conclusion.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By case number.

**Safeguards:** Materials are stored in combination lock safe; access limited to OIG staff members.

**Retention and disposal:** Inactive cases transferred to Records Center at end of each year. Held in Records Center for ten years from date of retirement, then returned to the OIG for review and disposal by burning.

**System manager(s) and address:**

Inspector General  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules. HP Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Information obtained from complaint and other employees when grievances are investigated.

#### CIA-16.

**System name:** Parking Permit Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees.

**Categories of records in the system:** Records include name, vehicle license number, office designation, location, and extension.

**Authority for maintenance of the system:** Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Federal Property Management Regulation D-47 (GSA).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency employees responsible for allocation and control of parking spaces at the Headquarters Building.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name, vehicle license number, assigned parking space number and assigned reference number.

**Safeguards:** Stored in safes, vaults or secure area. Access limited to staff employees.

**Retention and disposal:** Records marked void upon updating of information or upon cancellation of parking permit.

**System manager(s) and address:**

Director, Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employees.

#### CIA-17.

**System name:** Vehicle Operators File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees.

**Categories of records in the system:** Name, medical qualification forms, score sheets for driver's test, registers of permits issued and records regarding accidents. Accident report records include police data and investigation reports in addition to information on vehicle involved.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency employees for issuing official U.S. Government driver's licenses and renewals.

For review by CIA officials in accident cases.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other per-



tinant information, such as current licenses, if necessary to obtain information relevant to any agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** Individual name or driver's permit number.

**Safeguards:** Physically protected in a secure area. Access is limited to employees who have the need-to-know.

**Retention and disposal:** Destroyed by burning three years after license is no longer valid. Accident reports are destroyed six years after case is closed.

**System manager(s) and address:**

Director, Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individual.

Agency officials.

Federal, State and local law enforcement agencies in cases when employee is involved in an auto accident.

#### CIA-18.

**System name:** Personal Property Claim Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees and former employees.

**Categories of records in the system:** Claimant name, address, nature and loss or damage to personal effects, including inventory of items.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Claims Review Board determines amount of financial loss sustained by claimant.

**Reimbursement for property loss.**

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Information is stored in safes or secure areas. Access is limited to staff employees working on such cases.

**Retention and disposal:** Records are destroyed by burning two years after final action on case.

**System manager(s) and address:**

Director, Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individual concerned and various Agency staff elements involved in processing and adjudication of claims.

#### CIA-19.

**System name:** Equipment and Supplies Accountability Records

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Employees.

**Categories of records in the system:** Name, signature, office location, telephone extension and item of government equipment on loan or charged to the employee.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency officials who control and account for government nonexpendable items.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Physically protected in secure areas. Only employees charged with the responsibility of controlling government property have access.

**Retention and disposal:** Signature card is returned to individual charged upon return or item. Record is destroyed by burning after inventory adjustment to property records.

**System manager(s) and address:**

Director, Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individual concerned and appropriate accountable property officers.

## CIA-20.

**System name:** Logistics Security Clearance Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Commercial contractors and vendors, persons in the private sector associated with the Agency, and individuals in other government agencies contacted for liaison purposes.

**Categories of records in the system:** Biographic data including name, address, position, and security clearance held.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by staff employees in conducting Agency business with the commercial sector and liaison with other government agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By individual or company name.

**Safeguards:** Information stored in safes, vaults or secure areas. Access is limited to staff-employees with the need-to-know.

**Retention and disposal:** Records destroyed upon expiration of clearance. Clearances may be revalidated three years after initial approval.

**System manager(s) and address:**

Director, Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Information obtained from individual concerned and certification of clearance from Office of Security.

## CIA-21.

**System name:** Privacy Act Requesters.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** U.S. citizens and aliens lawfully admitted for permanent residence.

**Categories of records in the system:** Files contain all correspondence and other documents related to the receipt, processing and final disposition of requests received by the Agency for information under the Privacy Act of 1974.

**Authority for maintenance of the system:** Privacy Act of 1974—Public Law 93-579.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide information for compiling an annual report (beginning 30 April 1976) for the Office of Management and Budget as required by the Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are stored in combination lock safes; access is on a need-to-know basis.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

Chief, Information Review Staff  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** U.S. citizens.

Aliens lawfully admitted for permanent residence.

## CIA-22.

**System name:** Freedom of Information Act Requesters.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individual who makes requests to CIA under the Freedom of Information Act.

**Categories of records in the system:** Files contain all correspondence and other documents related to the receipt, processing and final disposition of requests received by the Agency for information under the Freedom of Information Act, 1974.

**Authority for maintenance of the system:** Freedom of Information Act of 1974 as Amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide information for compiling reports required under the Freedom of Information Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are stored in combination lock safes; access is on a need-to-know basis.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

Chief, Information Review Staff  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individuals.

**CIA-23.**

**System name:** Polygraph Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Applicants for employment, employees, and certain individuals considered for assignment to the Agency.

**Categories of records in the system:** Polygraph report, charts, and notes.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Executive Order 10450.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by the Office of Security to make determinations of security eligibility for employment pursuant to Executive Order 10450.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and tape cassettes.

**Retrievability:** By name.

**Safeguards:** Files are maintained in a vault; access is permitted only while in the custody of polygraph staff members.

**Retention and disposal:** Indefinite. Records are destroyed by burning when they become inactive.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.**

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The source of all information obtained is from the polygraph interviews.

**Systems exempted from certain provisions of the act:** Pursuant to authority granted in Section (j) of the Act (5 U.S.C. 552a(j)), the Director of Central Intelligence has determined to exempt polygraph records from all sections of the Act except 552a (b), (c)(1) and (2), (e)(1), (e)(4) (A) through (F), (e)(5), (6), (7), (9), (10), and (11), and (i). These records are exempted to prevent access, accountability, and judicial review of records which intimately reveal an Agency security method.

**CIA-24.**

**System name:** Supplemental Personnel (Soft) Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military personnel.

**Categories of records in the system:** Memoranda of discussions, working copies of personnel and contract actions including

procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training; special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

**Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.**

**To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder, and ensure filing of material in operational files, as appropriate.

**System manager(s) and address:**

Chief, DDI Management Staff  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.**

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee.

Career Service Panel.

Agency officials.

**CIA-25.**

**System name:** Supplemental Personnel (Soft) Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military personnel.

**Categories of records in the system:** Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notification.

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cations, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder, and ensure filing of material in operational files, as appropriate.

**System manager(s) and address:**

Chief, Personnel Officer, DDS&T  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee.

Career Service Panel.  
Agency officials.

## CIA—26.

**System name:** Supplemental Personnel (Soft) Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military personnel.

**Categories of records in the system:** Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder, and ensure filing of material in operational files, as appropriate.

**System manager(s) and address:**

Career Management Officer/DDA  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee.

Career Service Panel.  
Agency officials.

## CIA—27.

**System name:** Supplemental Personnel (Soft) Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military personnel.

**Categories of records in the system:** Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder, and ensure filing of material in operational files, as appropriate.

**System manager(s) and address:**

Chief, Services Staff, DDO  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee.

Career Service Panel.  
Agency officials.

#### CIA-28.

**System name:** Supplemental Personnel (Soft) Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military personnel.

**Categories of records in the system:** Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder, and ensure filing of material in operational files, as appropriate.

**System manager(s) and address:**

Administrative Officer, Office of the DCI  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee.

Career Service Panel.  
Agency officials.

#### CIA-29.

**System name:** Manpower Control System.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current and former Agency personnel and military or civilian personnel on detail to the Agency.

Contract employees since January 1969.

Applicants in process for employment for whom clearance has been requested.

Recipients of Agency awards.

Participants, and beneficiaries designated by deceased employees who were participants, in the Agency's retirement system and Voluntary Investment Plan.

**Categories of records in the system:** Data on employment history, fitness reports, qualifications and skills, insurance and medical benefits, retirement status, Voluntary Investment Plan accounts, emergency designees, home and work addresses, Agency awards, military reserve data, cases in process for employment, ceilings, position and staffing patterns.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.



Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Central Intelligence Agency Retirement Act of 1964 for Certain Employees, as Amended—Public Law 88-643.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide statistical reports for CIA management on strength, distribution and utilization of manpower, average grades and salaries, minorities, projected retirements, profiles of Agency skills and qualifications, comparative rates on promotions, separations, new employees, reasons for separations.

To provide rosters and statistics for heads of Career Services to assist them in administering their career development and evaluation programs, including promotion rates and headroom, fitness report ratings, qualifications, changes in their Career Services.

To provide staffing patterns, grade and salary data for office heads required for staffing and budget projections.

To provide salary, leave, benefits and entitlements for the payroll system.

To provide rosters and statistics for components within the Office of Personnel responsible for administering recruitment, hospitalization, insurance, retirement, and Volunteer Investment Programs.

To provide records of employees entering on duty and employee separations and current status tapes or rosters to Agency components of concern.

To provide statements of accounts to employees.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Magnetic tape and disk.

**Retrievability:** By name, employee number, organization code or position number.

**Safeguards:** Tapes and disks are maintained in a special room in a vaulted area with access only by special badge. All tapes are under control of a tape librarian. Each tape has a "security" profile which the requester of the tape must match. All requests for recurring or special reports must be approved by the Chief of the Statistical Reporting Branch or his authorized designee. Data is released only as related to personnel under the requester's direct supervision and control or to individuals responsible for administering a particular Agency program. On-line query to the system is limited to personnel responsible for the maintenance, update, and preparation of input data to the system and to employees in the Statistical Reporting Branch by controlled password.

**Retention and disposal:** Permanent retention of subsystems currently in operation. When system is fully operational, a record schedule, including disposal, will be implemented.

**System manager(s) and address:**

Director, Office of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Applicants, employees and parent Federal agency of detailee.

#### CIA-30.

**System name:** Applicant Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Persons who apply for employment with CIA.

**Categories of records in the system:** Personal, medical and employment history statements, educational transcripts, personal references, interview reports, test results, correspondence, photographs, review comments, and processing records.

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

National Security Act of 1947, As Amended—Public Law 80-253.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used to review applicant's qualifications for CIA position; for security background investigation; and for medical screening for determination by authorized Agency official to offer employment.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and microfilm.

**Retrievability:** By name.

**Safeguards:** Approved containers or area when not in use—controlled loans to authorized officials.

**Retention and disposal:** Applicant files placed in process for employment but subsequently cancelled are retained up to two years and destroyed by burning. Files on applicants who may be of interest at a later date are retained indefinitely.

**System manager(s) and address:**

Director, Office of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Applicant.

Educational institutions.

Physicians.

Letters of Reference.

Agency officials.

Federal agencies.

#### CIA-31.

**System name:** Current Employees and Former Employees (official Personnel files and records related thereto).

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Current or former staff or contract employees and detailed military and civilian personnel, and current and former members of Advisory Groups.

**Categories of records in the system:** Personal and employment history statements, personnel actions, fitness reports, commendations, biographic profile, retirement status, training, emergency/casualty cases, awards, travel arrangements, medical and insurance claims, correspondence, qualification registers, photographs, and information relating to the suitability and fitness of the individual, complaints and grievances, external employment assistance, Voluntary

Investment Plans, financial and educational assistance, recreation programs; exit processing, United Givers and Savings Bond, blood donors.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Central Intelligence Agency Retirement Act of 1964 for Certain Employees, as Amended—Public Law 83-643.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To administer personnel assignments, performance evaluations, promotions, adverse actions, counseling, retirement determinations of qualifications, separations, medical or insurance claims, statistical reports, and otherwise make decisions on the rights, benefits or entitlements, and utilizations of individuals.

To prepare transcripts in response to a request from another government agency relative to employment considerations by that agency; Employment and credit verifications. To update the Agency Qualifications Record System. To refer or provide information in response to or by direction of court order or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto.

To provide a data source for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; or to locate specific individuals for personnel research or other personnel management functions.

To respond to inquiries from attorneys and insurance companies relative to litigation of an accident claim.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and microfilm.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

**Retention and disposal:** Agency portion of the official file is destroyed by burning 75 years after birth of employee or 60 years after date of earliest document.

**System manager(s) and address:**

Director, Office of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Other government agencies.

Educational institutions.

Employee.

Agency officials.

CIA—32.

**System name:** Consultant and Independent Contractor Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Consultants and independent contractors who are generally self-employed and who are engaged under contract to provide technical, management and scientific advice and services to the Agency.

**Categories of records in the system:** Performance evaluations, administrative documents on compensation and benefit commitments, termination agreements and correspondence, biographic data, appointment or contract data.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To administer contractual provisions—benefits, compensation, transportation, termination; performance evaluation, references; and to otherwise make decisions on the rights, benefits or entitlements and utilizations of the individual.

As a source for managerial statistical and analytical studies, and other related personnel management functions or manpower studies.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and microfilm.

**Retrievability:** By name.

**Safeguards:** Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials, maintained during active employment and retained after separation in accordance with established record disposal schedules.

**Retention and disposal:** Retained for 75 years and then destroyed by burning.

**System manager(s) and address:**

Director, Office of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individual.

Agency officials.

References as indicated by the individual.

CIA—33.

**System name:** Prospective Contributors for the Collection of Foreign Intelligence.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individuals who voluntarily indicate a willingness to contribute to Foreign Intelligence.

**Categories of records in the system:** Psychological assessment data.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Agency officials use the psychological assessment data to assist them in reaching a decision concerning an affiliation with the Agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper form; converted to microfilm after two years.

**Retrievability:** By name.

**Safeguards:** Files are stored in security approved containers. Access is on a need-to-know basis.

**Retention and disposal:** Files are maintained for two years then microfilmed. Files are destroyed by burning after microfilming.

**System manager(s) and address:**

Director, Office of Technical Service  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individuals and Agency officials.

#### CIA-34.

**System name:** Clinical and Psychiatric Files (Employees).

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** CIA employees and their dependents; military and Federal civilian employees to CIA detailees and their dependents; and retired or separated employees and their dependents.

**Categories of records in the system:** Contains all physical examinations, laboratory data, X-rays, private physician reports, reports of on-the-job injuries and illnesses; results of psychiatric screening and testing; reports of psychiatric interviews; records of immunizations, and related medical material.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Title 5, U.S.C., Section 7901.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** By Agency personnel for evaluation of suitability for assignment, fitness-for-duty, health maintenance and in reviewing applications for medical disability retirement.

By the Civil Service Commission in the case of an employee under that system who applied for medical disability.

By the Office of Workers' Compensation Programs, Department of Labor, in the case of an employee who applies for its compensation.

To provide information to Federal agencies for employees who are being assigned or detailed to those agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in paper form filed in an identifying jacket. Certain information—medical history, laboratory and assignment data—are contained on magnetic tape and punch cards. Printouts from the automated data processing are filed in the subject's medical file.

**Retrievability:** Access is by a file identification number which is, in turn, cross referenced to a name.

**Safeguards:** Files are stored in vaulted main file room. During periods when files are undergoing active processing they are secured in locked safes. Unauthorized entry into the vaulted file room is controlled via an alarm system. Access to computer information is controlled by limiting the number of medical personnel approved for such access by an identifying password. Access to the main vault file room, locked safes and the Agency Records Center is controlled by limiting the number of personnel authorized such access.

**Retention and disposal:** Files are retained until such time as the employee retires or separates from the Agency—at which time, they are retired to the Agency Records Center. To meet statutory requirements, they are then retained for a period of 75 years from date of birth. Destruction of records will be accomplished through burning. Magnetic tapes are degaussed.

**System manager(s) and address:**

Director, Office of Medical Services  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The individual supplies his/her medical history and additional information is developed through routine medical processing.

Reports from private physicians and/or medical facilities when permission is granted by the individual concerned.

#### CIA-35.

**System name:** Clinical and Psychiatric Files (Applicants).

**System location:**

Central Intelligence Agency --  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Applicants for Agency Employment.

**Categories of records in the system:** Contains all physical examinations, laboratory data, X-rays, private physician reports, reports of previous on-the-job injuries and illnesses, results of psychiatric screening and testing, reports of psychiatric interviews, records of immunizations, and related medical material.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Title 5, U.S.C., Section 7901.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Office of Medical Services to evaluate the medical suitability of applicants for employment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and X-ray film.

**Retrievability:** By name.

**Safeguards:** Files are stored in vaulted main file room. During periods when files are undergoing active processing they are secured in locked safes. Unauthorized entry into the vaulted file room is controlled by an alarm system. Access to computer information is controlled by limiting the number of medical personnel approved for such access by an identifying password. Access to the main vault file room, locked safes and the Agency Record Center is controlled by limiting the number of personnel authorized such access.

**Retention and disposal:** Successful applicant files are converted to employee files. Files are retained until such time as the employee retires or separates from the Agency—at which time, they are then retired to the Agency Record Center. To meet statutory requirements, they are then retained for a period of 75 years from date of birth. Destruction of records is accomplished through burning. Applicant files not processed are retained for a period of two years; records are then destroyed by burning.

**System manager(s) and address:**

Director, Office of Medical Services  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The individual supplies his/her medical history and additional information is developed through routine medical processing. Reports from private physicians and/or medical facilities when written permission is granted by the individual concerned.

#### CIA—36.

**System name:** Medical Facilities and Physicians.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Lists of medical facilities and names of physicians in the Metropolitan Washington area.

**Categories of records in the system:** Name, business address, and phone numbers of physicians and medical facilities.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Title 5, U.S.C., Section 7901.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide information to employees upon request for external medical referral.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name, facility, and medical specialty.

**Safeguards:** Maintained in locked file cabinets. Access on a need-to-know basis.

**Retention and disposal:** Lists are continuously maintained. When updated, old lists are destroyed by burning.

**System manager(s) and address:**

Director, Office of Medical Services  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules. HP Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency physicians and contract medical personnel.

#### CIA—37.

**System name:** Psychological Test Data Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Applicants, CIA employees and dependents, detailees and dependents, retired or separated employees and dependents.

**Categories of records in the system:** Results of psychological testing and assessment reports.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** In the case of employees, dependents and detailees, to determine the individual's skills and aptitudes and suitability for a particular assignment or training as distinct from his general suitability for employment (psychiatric screening).

**Data developed to validate new tests and techniques** as part of on-going research efforts.

**To prepare reports which summarize test results and to assist Agency officials in selection of candidates for employment and career management planning for employees.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper, microfilm, magnetic tape and punch cards.

**Retrievability:** By name.

**Safeguards:** Medical files are stored in vaulted main file room. During periods when files are undergoing active processing they are secured in locked safes. Access to computer information is controlled by limiting the number of medical personnel approved for such access by an identifying password. Access to the main vault file room, locked safes and the Agency Records Center is controlled by limiting the number of personnel authorized such access.

**Retention and disposal:** Files on employees, dependents and detailees are retained in Headquarters until retirement or separation at which time they are retired to the Agency Records Center, where they are retained 30 years and then destroyed by the Records Center by burning. Successful applicants' files are treated the same as employees. Unsuccessful applicant files are retained for a period of five years and then destroyed by burning.

**System manager(s) and address:**

Director, Office of Medical Services  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The individual through the completion of a variety of psychological tests and interview sessions with Agency medical officers.

#### CIA-38.

**System name:** Congressional Liaison Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Matters of liaison with Congressional Offices are filed in the name of the member of the Office involved.

**Categories of records in the system:** Liaison record.

Correspondence file.

Newspaper and publication clippings.

**Authority for maintenance of the system:** Section 506(a), Federal Records Act 1950, (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Handle requests from members and Committees.

Coordinate Agency position on proposed legislation.

Prepare Agency position papers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By the name of the Member of Congress.

**Safeguards:** All records are stored in a combination lock safe; access is restricted only to OLC personnel.

**Retention and disposal:** Records are screened before transferral to the secondary records holding area and any documents of a temporary nature are removed and destroyed by use of the Agency classified waste disposal system. Records are destroyed in keeping with applicable regulations except in cases where this office is the office of record, in which case they are kept for permanent retention.

**System manager(s) and address:**

Legislative Counsel  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency officials.

**Offices of Members of Congress, Congressional committees and other Government agencies.**

#### CIA-39.

**System name:** Publications About CIA.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Authors of publication, CIA employees, and other individuals mentioned in newspaper articles about CIA.

**Categories of records in the system:** Newspaper articles:

By-lined articles mentioning CIA.

Articles mentioning CIA.

Correspondence concerning arrangements for press interviews with CIA officers.

**Authority for maintenance of the system:** Section 506(a), Federal Records Act 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by Agency officials researching articles on the CIA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Files are stored in a vaulted room; access upon request on a need-to-know basis.

**Retention and disposal:** Files are maintained for 25 years after which time they are reviewed and destroyed by burning.

**System manager(s) and address:**

Assistant to the Director  
Office of the Director  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Newspaper articles and correspondence.

#### CIA-40.

**System name:** CIA Authors File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** CIA employees (current and past) who have published commercially.

**Categories of records in the system:** Name of author and title and source of publication.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used for author display exhibit in CIA Library.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manual card file.

**Retrievability:** By name of author.

**Safeguards:** Located in limited access building.



**Retention and disposal:** Begun about 1970; continuation will depend upon utility; no file destruction to date.

**System manager(s) and address:**

Director, Central Reference Service  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individual authors.

**CIA-41.**

**System name:** Intelligence in Public Literature File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individuals who have written on the general topic of intelligence and have been reviewed in the public media; individuals identified as being involved in intelligence activities.

**Categories of records in the system:** Media articles on personalities and events relating to subject of intelligence.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used to provide Agency and other USIB components a ready-reference file on open literature relating to intelligence.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** File folders and archives boxes of media articles.

**Retrievability:** By name of author or general topics.

**Safeguards:** File is open to any Agency or Intelligence Community employee on an official task; requests for access to classified portions are screened on the basis of official "need-to-know."

**Retention and disposal:** Articles and topics are discarded when no longer used.

**System manager(s) and address:**

Director, Central Reference Service  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Foreign and domestic news media; intelligence reports.

**CIA-42.**

**System name:** Library Open Literature Ready Reference File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individuals appearing in news media.

**Categories of records in the system:** Articles concerning individuals of intelligence interest.

**Authority for maintenance of the system:** National Security Act of 1949, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide traditional library reference service to Agency officials. It serves as an adjunct to standard published reference works and supplies information not otherwise readily available.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Hard copy file of media articles.

**Retrievability:** By subject, organization or personal name; some are retrievable by a manual or a computer index to the file.

**Safeguards:** Requests for information are screened for appropriateness.

**Retention and disposal:** Articles and categories are discarded when no longer needed.

**System manager(s) and address:**

Director, Central Reference Service  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Foreign and domestic news media.

**CIA-43.**

**System name:** Briefing Program File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Those individuals, both foreign and U.S., who have visited CIA for official briefings under the CIA Briefing Program.

**Categories of records in the system:** Names, dates of visits, and parent organizations of visitors.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used in planning briefing programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

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**Storage:** 3 x 5 index cards.**Retrievability:** By name.**Safeguards:** Kept in secure area; only authorized officials have access to the file.**Retention and disposal:** Retained for 5 years from date of briefing; then record is destroyed by burning.**System manager(s) and address:**

Chief, Collection Guidance  
and Assessments Staff  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.**Record source categories:** Official correspondence from parent organizations of individuals to be briefed.

## CIA-44.

**System name:** Foreign Map Sources Files.**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Selected U.S. and foreign individuals and firms having a potential to provide foreign maps.**Categories of records in the system:** Names, extracts from open literature, intelligence reports, records of map acquisitions.**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To provide information in support of foreign map acquisition.**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:****Storage:** Paper.**Retrievability:** By name.**Safeguards:** Kept in secure area; only authorized personnel have access.**Retention and disposal:** Indefinite; periodically purged.**System manager(s) and address:**

Director, Office of Geographic and  
Cartographic Research  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.**Record source categories:** Individuals, intelligence reports, open literature.

## CIA-45.

**System name:** Soviet-U.S. Contacts File.**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Prominent U.S. citizens, such as members of Congress and high-ranking government officials, who have met prominent Soviets at meetings reported in the press.**Categories of records in the system:** Names and titles of individuals, dates and places of meetings, subjects discussed as reported in the Soviet and U.S. press.**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used to prepare briefing material for U.S. officials who plan to visit the USSR or hold discussions with Soviets in the United States.**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:****Storage:** Computer tapes and paper.**Retrievability:** Name of Soviet or U.S. participants, date, general subject, and locations of meetings.**Safeguards:** Requests for information are screened for appropriateness. Files are stored in combination locked safes.**Retention and disposal:** File started in 1974 and still considered experimental; continuation will depend upon utility; no file destruction to date.**System manager(s) and address:**

Director, Central Reference Service  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13).

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.**Record source categories:** Soviet and U.S. press.

## CIA-46.

**System name:** Academic Relations File.**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Scholars with whom the DDI maintains contact for the purpose of exchanging research and analyses.**Categories of records in the system:** Names and addresses.**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Reference for correspondence; mailing of unclassified Agency publications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 5 x 8 index cards.

**Retrievability:** By name.

**Safeguards:** Kept in secure area; only authorized officials have access.

**Retention and disposal:** Indefinite; periodically purged.

**System manager(s) and address:**

Coordinator for Academic Relations  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Correspondence and personal contact.

CIA-47.

**System name:** Professors and Placement Officers of Selected Colleges.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Those key individuals in selected colleges who may be able to assist the Office of Economic Research in its professional recruiting effort for economics analysts.

**Categories of records in the system:** Names and parent organizations.

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used in Office of Economic Research recruiting program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** List.

**Retrievability:** By name.

**Safeguards:** Kept in secured area; only authorized officials have access.

**Retention and disposal:** Indefinite; periodically purged.

**System manager(s) and address:**

Director, Office of Economic Research  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Professional contacts established by the Office of Economic Research and Agency recruiters.

CIA-48.

**System name:** Cryptographic Access File.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency staff personnel, contract employees, and contractor employees who have been authorized access to cryptographic information.

**Categories of records in the system:** Biographic information including name, date of birth, social security number, and Agency component or commercial employer and date of clearance of person being granted access.

**Authority for maintenance of the system:** Executive Order 10450.

Public Law 81-513, dated 13 May 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Control and accountability of cryptographic access clearances.

**Certify to Agency officials and to other agencies and private contractors names of individuals who possess a cryptographic clearance.**

**Users of this information are the Office of Security and Office of Communications.**

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper and computer.

**Retrievability:** By name.

**Safeguards:** Information on paper media is stored in combination lock safes or in a secure area; access is limited to authorized employees on a need-to-know basis. Information stored on the computer system is subject to safeguards established by the Office of Security.

**Retention and disposal:** Paper files are retained until the clearance is rescinded. Destruction of paper records is accomplished through burning. Computer records are revised when clearance is rescinded.

**System manager(s) and address:**

Director, Office of Communications  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** The source of biographic information is the Office of Security or official correspondence notifying Office of Communications of a change in the individual's status.

Employee.

#### CIA-49.

System name: Directorate of Operations Records System.

##### System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Individuals who are of foreign intelligence or foreign counterintelligence interest to the CIA, either because of their actual, apparent, or potential association with foreign intelligence or foreign counterintelligence activities, or because they are of actual or potential use to CIA.

Categories of records in the system: Categories of records include administrative, management and policy, personality, operational, and impersonal subjects based primarily on foreign intelligence and foreign counterintelligence reports.

Authority for maintenance of the system: National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Immigration and Nationality Act, as Amended—Public Law 82-414.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide information within CIA and to selected Federal agencies and military departments for the conduct of foreign intelligence operations.

To provide information within CIA and to the FBI, other selected Federal agencies, and military departments for the conduct of foreign counterintelligence operations.

To conduct national Agency name checks for other agencies as required by National Security Council Directive and the Immigration and Nationality Act of 1952 in the interest of the security of the United States.

To provide information to the Immigration and Naturalization Service.

A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

To provide information to U.S. and, through established liaison channels, selected foreign government agencies in national security or criminal cases.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, microforms, and magnetic media.

Retrievability: By name.

Safeguards: Strict controls have been imposed to minimize the risk of compromising information held. Employees are allowed access to the index and files only after undergoing special training. There are degrees of compartmentation which are designed to limit access to information on a strict "need-to-know" basis. Records are kept of each disclosure of a record to another agency as required by this act.

Retention and disposal: Retention is based on approved records disposition schedules. Destruction is by pulping, degaussing, or burning.

##### System manager(s) and address:

Chief, Services Staff, DDO  
Central Intelligence Agency  
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Other U.S. agencies and organizations.

Foreign sources and individuals.

Predecessor organizations.

Overt publications.

Private citizens.

State and local agencies.

#### CIA-50.

System name: Financial Records.

##### System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Staff, contract personnel, consultants and independent contractors.

Categories of records in the system: Records required to administer compensation payments, payments to CIA Retirement System (CIARDS) annuitants, authorized or required payroll deductions or contributions for Federal, state and city income tax, retirement, insurance, Credit Union, etc., and leave entitlements. Personnel actions, contracts, W-4s, W-2s, withholding authorizations, banking instructions for dissemination of employees' salary checks.

Official travel orders, record of funds advanced and transportation furnished, copies of travel claims and accountings.

Records and statements concerning the status of funds advanced to individuals for official purposes.

Correspondence and copies of all financial documentation accumulated in the collection and settlement of amounts due the Agency from former employees.

Financial accounts and records concerning employees' former employees' participation in the Voluntary Investment Plan. Membership application, payroll deduction authorization, quarterly status statement, funds withdrawal requests.

Certifying officers; contracting officers; and authorizing letter and signature card.

Authority for maintenance of the system: Central Intelligence Agency Retirement Act of 1964 for Certain Employees, as Amended—Public Law 88-643.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by CIA personnel to fulfill statutory requirements with regard to the computation, payment, and recording of compensation due Agency personnel and annuities due to CIARDS annuitants and to report Federal, state, and local taxing authorities tax information as required by law; used by CIA officials to report and remit to appropriate Federal, state, and local agencies tax withholdings, individual and CIA contributions for retirement, life and health insurance programs, and other deductions as required or authorized by the individual.

Used by CIA personnel concerned with the administration, processing, audit and certification of travel and transportation accounts.

Used by CIA personnel as an administrative control to ensure that official funds advanced to individuals are properly and fully accounted for.

Used by CIA personnel to pursue and document efforts made to collect amounts due the Agency from former Agency personnel.

Used by CIA personnel in the financial administration of the Voluntary Investment Plan and to inform participants of their equity in the Plan.

Used within CIA by Agency personnel charged with responsibility for determining that the commitment and expenditure of Agency funds is authorized, approved, and certified by officials to whom such authority has been delegated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, punch cards, microfilm, magnetic tape and disks.

Retrievability: By name, employee number, and component of assignment.

**Safeguards:** Records are located in either vaulted, limited access areas or in combination lock safes. Access to the records is strictly limited to Agency personnel who either work with the records or have an official need for the information.

**Retention and disposal:** Method of disposal is by burning, degaussing or shredding, whichever is the most appropriate for the particular medium in which the record is maintained. Records are retained in accordance with established record disposal schedules.

**System manager(s) and address:**

Director, Office of Finance  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Individuals and Agency officials.

**CIA-51.**

**System name:** Security Duty Office Event Reports.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Individuals who contact the Security Duty Office.

**Categories of records in the system:** Name, date and subject matter of contact by individual.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Brief senior Security Officers concerning contacts made by individuals and events involving the Agency and Agency facilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Records are maintained in office which is manned on a 24-hour basis. Information is disclosed to Agency officials on a need-to-know basis.

**Retention and disposal:** Records are maintained only for time period when subject is of interest to the Agency. Records are destroyed by burning.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** General public, employees and Federal, state and local officials.

**CIA-52.**

**System name:** Special Clearance System.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Federal, civilian and military personnel and representatives from private industry who possess special access clearances.

**Categories of records in the system:** Name, date of birth, social security number, date of background investigation, organization, and clearances held.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To certify throughout the Intelligence Community and related industry the individuals whose names are contained in this Special Register for purposes of controlling access to special classified materials.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Cards, computer tapes and paper.

**Retrievability:** By name, social security number, and organization.

**Safeguards:** The records are stored in a secure area. Access to the storage area is restricted to those who have the proper clearances and have a need-to-know.

**Retention and disposal:** The records are kept as long as an individual possesses special access clearances. Records are destroyed when individual is debriefed of special clearance(s). Paper records are burned; magnetic tapes are degaussed.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Agency personnel, and other Federal agencies, and private industry.

**CIA-53.**

**System name:** Liaison Contact Files.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Federal civilian and military personnel with whom various Agency personnel conduct liaison.

**Categories of records in the system:** Individual's name, date of birth, and level of clearance held.



**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

**Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.**

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Certification to Agency officials the level of clearance held by the individual at his parent organization or level of approval of liaison clearance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** The records are stored in a secure area. Access to the area is restricted to authorized Office of Security employees.

**Retention and disposal:** The records are kept for three years and then destroyed by burning, except when there is a documented request to continue the liaison.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Federal civilian and military departments.

#### CIA—54.

**System name:** Central Badge System.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency employees and individuals who required building access badges.

**Categories of records in the system:** Name, date and place of birth, social security number, photographs and fingerprints.

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**National Security Act of 1947, as Amended—Public Law 80-253.**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Used by the Office of Security to identify and control access to Agency facilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper, photographs and magnetic media.

**Retrievability:** Name and badge number.

**Safeguards:** Records are maintained in vault. Access is limited to individuals on need-to-know basis.

**Retention and disposal:** Retained for duration of employment or association with the Agency. Records are destroyed by burning two years after resignation or termination of the association.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employee records and/or the individual requesting identification badge.

#### CIA—55.

**System name:** Occupational Accident Report Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Agency employees and other individuals associated with the Agency who have completed an accident report form.

**Categories of records in the system:** Name, organizational affiliation, age, and report of accident and investigative report.

**Authority for maintenance of the system:** Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

**Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).**

**Section 19(a), Occupational Safety and Health Act of 1970—Public Law 91-596.**

**Executive Order 11807.**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To determine accident causes and recommend remedial actions.

**To prepare briefings on Agency accident experience.**

**To prepare quarterly and annual statistic reports for the Department of Labor.**

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** Records are stored in a secure area approved for material up through Secret.

**Retention and disposal:** Retain for five years and then destroy by burning.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Employees and Agency affiliated personnel.

#### CIA—56.

**System name:** Security Analysis Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Any individual who comes to the attention of the Agency because of a counterintelligence interest that concerns Agency personnel or Agency security.

**Categories of records in the system:** Biographic information and data concerning an individual's involvement in specific intelligence and counterintelligence activities.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Inform Agency officials of potential or actual CI information involving Agency personnel or facilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper.

**Retrievability:** By name.

**Safeguards:** All records are maintained in a vaulted area. Access is limited on a need-to-know basis.

**Retention and disposal:** Permanent retention.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal

**Record source categories:** Employees.

U.S. Government agencies.

Foreign intelligence sources.

**CIA—57.**

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Security Records.

**System location:**

Central Intelligence Agency  
Washington, D.C. 20505.

**Categories of individuals covered by the system:** Applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, and persons on whom the Agency has conducted an investigation.

**Categories of records in the system:** Investigation requests.

Biographical data (name, sex, D/POB, social security number, and employer and employee address at time record was created).

Authorizations for the release of high school and college transcripts and copies of those transcripts.

Investigative reports.

Appraisal summaries reflecting the rationale for granting or refusing a security clearance.

Documentation of the final action taken by the Office of Security concerning any given investigation.

Secrecy agreements.

Documentation of subsequent actions such as the granting or re/using of special clearances, approvals for assignment overseas, notations that polygraph or other special interviews were performed, notices of transfers and changes in assignments; memoranda concerning security violations; notices of termination of affiliation with the Agency.

**Authority for maintenance of the system:** National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Executive Order 10450.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The system is used to ascertain whether there is any existing information concerning a person who is of immediate interest to the CIA. The system is routinely used when:

a person applies for CIA employment;

a person is a candidate or associated with a candidate for some project or assignment;

a question arises as to whether a certain individual has been security approved, or considered for security approval by the CIA;

there is a need to obtain the security file of an individual who is known (or assumed) to be the subject of a file; and

CIA receives a request for investigative information from another Federal agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Paper, microfilm, computer disks and magnetic tapes.

**Retrievability:** By name.

**Safeguards:** Records are safeguarded by combination lock security containers, or are stored within a vaulted area. Access is restricted to individuals who are certified on an "Access List." The Access List is validated each month and published so that responsible officials can insure that records are accessed only for official purposes.

**Retention and disposal:** Files which contain Agency-developed investigative reports on an individual are retained permanently.

**System manager(s) and address:**

Director, Office of Security  
Central Intelligence Agency  
Washington, D.C. 20505.

**Notification procedure:** Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

**Identification requirements:** are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

**Record access procedures:** Request from individuals should be addressed as indicated in the notification section above.

**Contesting record procedures:** The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

**Record source categories:** Current and former employees, consultants, contractors, contract employees, military detailees, applicants for employment, persons of substantive affiliation with or service to the Agency, Federal, state and local agencies, educational institutions, employers, personal and business references provided by the individual under investigation and acquaintances of the individual.

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